Texas State Affordable Housing Corporation Compliance Review Observation Report

La Sombra Apartments

519 N. Main, Donna, Texas 78537

Owner: HVM BP Donna Ret., LLC Date Built: 1994

Management Company: Hamilton Valley Management, Inc. Property Manager: Diana Garza

Inspection Date & Time: April 5, 2022 at 1:30 P.M. **Inspector's Name:** Celina Mizcles Stubbs

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Nu	mber of Units:	50	Number of required LI units:	20	Number	of required VL	I units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	ents and rent requ	uirements	х		
2)	Is the property a	ccepting Se	ction 8 households?			Х		
3)	Is the income to	rent ratio fo	r Section 8 households less than 2.5?			X		
4)	Are the rent incre	eases small	er than 5%?			х		
5) b	Does the Applic e discriminatory?	ation for Te	nancy or Occupancy Qualifications exclu	de language that	may appear to	х		
6)	Does the lease of Recertification re		eement inform the resident of Very Low ?	ncome/Low Incor	ne	х		
7)	Is additional mor	nitoring by T	SAHC recommended?					X
OMA	/ENTQ:					I	1	

COMMENTS:

	SET-ASIDES	YES	NO	N/A
1)	Is the property meeting all occupancy restrictions required by the property's Regulatory Agreement and Asset Oversight and Compliance Agreement?	х		
2)	Are the set-aside units evenly distributed?			
	a) No more than 60% of the set-aside requirements consist of one unit type?			Х
	b) No less than 20% of the set aside requirements consist of any particular unit type?			Х
3)	If either of the set asides have not been met, are any units:			
	a) Rented for less than 30 days, not including month-to-month?		X	
	b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		x	
	c) Leased to a corporation, business or university?		Х	
	d) Owned by a cooperative housing corporation?		Х	
	e) Not available for rental on a continuous basis to members of the general public?		Х	

UNITS WALKED

Unit #	USR Designation	Comments				
N/A	N/A	No vacant units at the time of the review.				

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
Do the resident services appear to cater to the resident profile of the property?	x		
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	х		
3) Is management monitoring the following:			

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COMMENTS:				
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service reports submitted through the Compliance System? If so, comment below.				
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X			
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		х		
e) Survey of residents	Х			
d) Number or type of services	X			
c) Notification to residents of services	X			
b) Frequency of service provided	X			
a) Resident attendance	Х			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	Х		
2) Are accurate office hours posted?	Х		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	Х		
b) Fair Housing Poster?	Х		

COMMENTS:

RESIDENT FILE REVIEW	YES	NO	N/A
Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
Does the file audit establish that residents are being recertified on an annual basis?	х		
For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?	х		
5) Does the file audit indicate that staff needs additional training?		Х	

COMMENTS: The tenant files are well maintained and in good order. The reviewer noticed the property manager is pre-filing the dates on signature pages. See observation below. In addition, the following issues were noted during the tenant file review. Management submitted corrective action for the issues, prior to the issuance of this report. No further action is required.

- Unit 11: The gross Social Security amount was not used to calculate benefit income. Management submitted a corrected Income Certification form supporting the corrected social security amount and updated Unit Status Report (USR). No further action is required.
- Unit 16: The tenant indicates they are divorced and self-certified that they do not have a copy of the divorce decree. However, the file does not contain documentation or oral clarification whether the tenant receives spousal support, from the divorce. Management must obtain this clarification from the tenant. Management submitted oral clarification to support that the tenant was not awarded income or assets in her divorce. No further action is required.
- Unit 36: The Under \$5,000 Asset Certification form is missing the direct express account. Management submitted the corrected Asset Certification form. No further action is required.

Observation:

The reviewer noticed several signature pages are being dated by management. TSAHC strongly discourages this practice. Applicants/tenants must date their signatures on required documents to support declarations made on the forms. Management is advised to refrain from pre-filling dates on signature pages moving forward.

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If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, all income and asset verifications, the executed Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement				
N/A						
COMMENTS:						

COMMENTS:							
	SUMMARY OF FIND	INGS AND OBSERVATIONS					
Observation:							

The reviewer noticed several signature pages are being dated by management. TSAHC strongly discourages this practice. Applicants/tenants must date their signatures on required documents to support declarations made on the forms. Management is advised to refrain from pre-filling dates on signature pages moving forward.

No Findings.